

# New Hampshire Council on Developmental Disabilities Request for Proposals

The New Hampshire Council on Developmental Disabilities (the Council) announces the availability of a small grant for the following project to encourage, support and enhance participation of people with disabilities in voting and related civic activities.

**Purpose** - The purpose of this grant is to support, encourage and in all other ways enhance civic and voter participation of members of the “disability community” in New Hampshire. The “disability community” in this context means any and all persons with any type of disability whatsoever residing in New Hampshire and their family, friends, direct support providers, etc. The most successful respondent will also consider and identify means and mechanisms to research and distribute candidate voting records and positions on issues impacting people with disabilities.

It is anticipated that the successful respondent shall formulate a plan to connect with / contact a wide variety of interested persons and groups to expand this effort. Any and all creative strategies including media presence, use of the internet, etc. are welcome to be proposed. The desired outcome is specifically to encourage, educate, and support people with disabilities to actively, and in an informed way, participate in voting and related activities.

Applicants, in order to be eligible, must meet the general eligibility guidelines below.

The deadline for receiving all proposals is March 31, 2012. The start date for this project will be as agreed with the successful respondent immediately thereafter.

**Responses are limited to three 3 typed pages.**

Note: The NH Council on Developmental Disabilities and other members of the NH Right to Vote Coalition shall have the sole and complete right to select any respondent or no respondent at all. The Council and its colleague agencies may meet with any or all of the respondents at its discretion.

## General Eligibility Guidelines

**Eligible applicants are individuals OR legal entities** who are eligible to receive federal funds, contract with the State of New Hampshire and do business in New Hampshire. The selected entity will be paid on an invoiced basis. There are NO benefits or general management fees offered in this matter.

Proposals must be organized in the format outlined below and include detailed and complete descriptions within each area:

**A. Applicant Identification Statement**

Detailed information on the applicant, their history, mission and relevant contact information. Resumes from individuals are required.

**B. Goals, Objectives, Outcomes and Narrative**

Include a narrative describing how the project will accomplish its work to achieve all identified goals, objectives and outcomes. What would you do and how would you go about doing it?

**C. Budget**

A complete project budget, identifying all matching (cash and/or in-kind) and any other sources of funds. Budget should be submitted on a separate page. Please note that funds available are in the range of \$2,000 - \$3,000. What would these funds be spent on and how would that occur?

**D Role and qualifications of key participants**

Please provide a list of collaborators and partners and a description of the role and qualifications of the key participants in the project, if relevant.

**E Documentation of results**

A description of how the grantee would document its results in terms of meeting its goals, objectives and projected outcomes and measure its success.

**F. Additional information**

Any other information required to demonstrate that the applicant and project meets all eligibility requirements and has the capacity to carry out the project and comply with all specified requirements.

## Program Requirements

**A. Reports**

1. At the conclusion of the grant, or whenever requested by the Council, grantees are required to send a summary of the project and its accomplishments on a form or in a format requested by the Council. The report form is available upon request. It is anticipated that ongoing regular communication would occur with the Council and the steering committee of the New Hampshire Right to Vote Coalition.

2. Grantees may be required to submit to the Council records verifying the basis of any numbers reported.

3. The Council may, in its discretion, request verification of information provided.

**B. Acknowledging Council**

1. All written materials, conference flyers, brochures, publications and audio-visual materials

(including website postings) must state the following:

***Funded by The New Hampshire Council on Developmental Disabilities under the Developmental Disabilities Assistance and Bill Of Rights Act.***

2. This acknowledgment is also necessary on products published with other funds if those funds will be claimed as match for a Council project.

**C. Use of Works**

- 1 The NH Council on Developmental Disabilities shall have a royalty-free irrevocable worldwide right and license in perpetuity to reproduce, publish or otherwise use and authorize others to use any and all public or professional education products or other materials (the “works”) in any format developed for or as a result of this grant.
- 2 Grantee shall indemnify and hold the Council harmless from any claims, actions, damages, penalties, or costs (including reasonable attorneys’ fees) that may arise in connection with the work(s), including without limitation infringement and any other intellectual property based claims
- 3 The Council shall be free to exercise publication rights and privileges in connection with professional or academic papers or other writings it may develop in connection with the work(s), project activities, findings and data relative to the Grant.

**Total Funds Available: \$2,000 to \$3,000 for the period of March 16, 2012 to November 16, 2012.**

**Emailed responses are acceptable.**

**Please direct questions and responses to**

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